

LOC Questions and Clarifications Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 39050, dated December 3, 2010 for the Mississippi Department of Finance and Administration (DFA)

From: David L. Litchlitter

Date: December 22, 2010

Subject: Responses to Questions Submitted and Clarifications to Specifications

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LOC Number 39050 is hereby amended as follows:

1. Item 8.2 is being modified to read, “Individual(s) will be required to work and be on-site at DFA, located at 1201 Woolfolk, Jackson, Mississippi 39201, an estimated average 40 hours-per-week during normal business hours (Monday – ~~Thursday~~ Friday, 8:00 a.m. – 5:00 p.m.) with some overtime possible under the direction of James White.”
2. Item 8.3 is being modified to read, “The individual(s) must be available during the hours of 8:00 a.m. to 5:00 p.m., Monday through ~~Thursday~~ Friday. Individual(s) will occasionally be required to work outside of these hours.”

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

Question 1: The RFP states the role is 40 hours per week, normal business hours 8am-5pm, however, with only Mon-Thur at 8am-5pm would only total 32 hours per week. Can you please clarify if the expected hours are for 4 days at 10 hours per day or the more standard 5 days Mon-Fri 8am-5pm?

Response: Refer to Clarification Numbers 1 and 2.

LOC responses are due January 7, 2011, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Tangela Harrion at 601-432-8113 or via email at Tangela.Harrion@its.ms.gov.

cc: ITS Project File Number 39050